

[Date]

[Employee Name]  
[Current Job Title]  
[Department]

Dear [Employee Name],

It is with great pleasure that we inform you of your formal promotion to the position of **[New Executive Job Title]**, effective **[Effective Date]**. This promotion is part of our Executive Fast-Track Program, recognizing your exceptional leadership, strategic contributions, and high-potential impact on the organization.

In this new capacity, you will report directly to **[Manager Name/Title]**. Your primary responsibilities will include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

Your new compensation package includes:

- **Base Salary:** \$[Amount] per annum.
- **Executive Bonus:** Eligible for [Percentage]% based on performance targets.
- **Equity/Stock Options:** [Details of grants or vesting schedules, if applicable].
- **Benefits:** [Mention any executive-tier benefits or allowances].

We are confident that your vision and expertise will continue to drive [Company Name] toward its long-term goals. We look forward to your continued success in this leadership role.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acceptance:**

I, [Employee Name], accept the promotion to [New Executive Job Title] under the terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_